



**Office of the Attorney General
Terry Goddard
Child and Family Protection
Division**

**Model Court
and
Child Welfare Initiatives**

April 2001

JOBS

**A guide to
free resources for**

- ◆ **Job information**
- ◆ **Job training**
- ◆ **Job placement**
- ◆ **Job referrals**

Part ONE Job Opportunities For One and All

◆ **One Stop Career Centers**

Department of Economic Security One Stop Career Centers, a main feature of the Workforce Investment Act, are located throughout the state. The One Stop Career Centers are a single point-of-entry to a network of employment and educational programs and providers. Individuals can access a coordinated information and service delivery system at each One Stop Career Center.

Apache Cnty	(928) 333-4454
Cochise Cnty, Douglas	(520) 364-8906
Cochise Cnty, Sierra Vista	(520) 458-4200
Coconino Cnty, Flagstaff	(928) 522-7914
Coconino Cnty, Page	(928) 645-5201
Gila Cnty	(928) 425-7631
Graham Cnty	(928) 428-7386
Greenlee Cnty	(928) 865-4151
La Paz Cnty	(928) 669-9812
Maricopa Cnty, Phoenix	(602) 861-0208
Maricopa Cnty, Mesa	(480) 668-8262
Maricopa Cnty, Glendale	(623) 934-3231
Maricopa Cnty, Avondale	(623) 535-2735
Mohave Cnty	(928) 753-0723
Navajo Cnty, Show Low	(928) 537-2948
Navajo Cnty, Winslow	(928) 289-4644
Pima Cnty	(520) 407-3600
Pinal Cnty	(520) 426-3529
Santa Cruz Cnty	(520) 397-1405
Yavapai Cnty	(928) 634-3337
Yuma Cnty	(928) 329-0990

www.de.state.az.us/oscc/about.htm

◆ **Department of Economic Security (DES) Job Service**

A network of public employment offices providing free placement services to jobseekers. Job Service offices offer you all the tools needed to find and get a good job. Job Service maintains a database of thousands of local jobs.

DES Job Service Offices

Benson	(520) 586-2513
Bisbee	(520) 432-2206
Bullhead City	(928) 763-4154
Casa Grande	(520) 426-3529
Coolidge	(520) 723-5351
Cottonwood	(928) 634-3337
Dolan Springs	(928) 767-3400
Douglas	(520) 364-4446
Flagstaff	(928) 779-4557
Glendale	(623) 486-9891
Globe	(928) 425-3101
Kingman	(928) 753-4333
Lake Havasu	(928) 680-6005
Mesa	(480) 962-7678
Nogales	(520) 287-4635
Page	(928) 645-5201
Parker	(928) 669-6755
Payson	(928) 472-9339
Phoenix, South Mountain	(602) 276-5587
Phoenix, Central	(602) 252-7771
Phoenix, North	(602) 861-0208
Phoenix, West Valley	(602) 247-3304
Prescott	(928) 445-5100

Safford	(928) 428-2911
Scottsdale	(480) 312-2323
Show Low	(928) 537-2948
Sierra Vista	(520) 458-4005
Tuba City	(928) 283-5201
Tucson, E. 22 nd St.	(520) 584-8226
Tucson, W. Irvington Rd.	(520) 741-7188
Tucson, W. Ft. Lowell Rd.	(520) 293-1919
Willcox	(520) 384-3583
Window Rock	(928) 871-4131
Winslow	(928) 289-4644
Yuma	(928) 783-1221

Some Job Service Offices offer a call-in referral system. After you visit an office and register, you can simply call in and receive job information.

Call-In Referral System:

(480) 962-7687 – Mesa
(623) 247-3304 – West Valley
Monday through Friday
8:00 a.m. – 4:00 p.m.

◆ **Job Service Automated System (DES)**

Through self-service access to the Job Service Automated System, job seekers can:

- ✓ Register with Job Services
- ✓ Create and print quality resumes
- ✓ Search for suitable employment

www.de.state.az.us

◆ **Community Action Programs**

Community Action Agencies/Programs provide a variety of job assistance services. Computer linkages to One Stop Centers are also available at some locations.

Avondale	(623) 932-9440
Bisbee	(520) 432-5401
Buckeye	(623) 386-2588
Chandler	(480) 963-6276
Clifton	(928) 865-3214
El Mirage	(623) 937-0500
Flagstaff	(928) 779-6753
Gila Bend	(623) 252-3186
Gilbert	(480) 892-5331
Glendale	(623) 930-2854
Globe	(928) 425-3281
Guadalupe	(480) 730-3093
Kingman	(928) 753-6247
Mesa	(480) 833-9200
Nogales	(520) 287-5066
Northern Arizona	(928) 774-1895
Page	(928) 645-3105
Parker	(928) 669-9466
Payson	(928) 474-1759
Peoria	(623) 979-3991
Phoenix, Central	(602) 534-1250
Phoenix, Sky Harbor	(602) 495-5193
Phoenix, South Mountain	(602) 534-4732
Phoenix, Sunnyslope	(602) 495-5229
Phoenix, West	(602) 262-6510
Pima County	(520) 740-5205
Pinal County	(520) 723-9555
Safford	(928) 428-2872
Scottsdale	(480) 312-2323
Tempe	(480) 968-3425
Tolleson	(623) 936-1407
Wickenburg	(623) 684-7894
Willcox	(520) 384-3120
Williams	(928) 635-2628
Yuma	(928) 782-1886

♦ County Government Employment Assistance

In addition to job information, many county governments have job seeker services, education and job training opportunities, career planning resources and specialized services for eligible individuals.

Apache County	(928) 337-4364
Cochise County	(520) 432-9200
Coconino County	(928) 774-5011
Gila County	(928) 425-3231
Graham County	(928) 428-3250
Greenlee County	(928) 865-2072
La Paz County	(928) 669-6115
Maricopa County	(602) 506-3271
Mohave County	(928) 753-9141
Navajo County	(928) 524-4000
Pima County	(520) 740-8401
Pinal County	(520) 868-6000
Santa Cruz County	(520) 761-7800
Yavapai County	(928) 771-3100
Yuma County	(928) 329-2104

♦ Maricopa Networking Job Club

Get motivated, utilize creative strategies, share your experiences, and get inspired to get hired. Anyone looking for a job can join the Mesa or Glendale group. Contact Janet Lilly in Mesa (480) 668-8286 ext. 213 or Margaret Balli in Glendale (623) 934-3231.

♦ Maricopa Recruiter

Maricopa Recruiter is the Maricopa County Community Colleges' Internet-based job service. It is free and will match your skills to appropriate job openings.

Maricopa Community College's Career Services

Chandler-Gilbert CC	(480) 988-8161
Estrella Mountain CC	(623) 935-8906
Gateway CC	(602) 392-5023
Glendale CC	(623) 845-3283
Maricopa Skill Center	(602) 238-4316
Mesa CC	(480) 461-7592
Paradise Valley CC	(602) 787-7110
Phoenix College	(602) 285-7420
Rio Salado CC	(480) 517-8561
Scottsdale CC	(480) 423-6523
South Mountain CC	(602) 243-8154

www.maricopa.edu/recruiter

Part TWO General Information About Jobs

♦ Job Search Guides (DES)

The Department of Economic Security publishes Job Search Guides. Find them at libraries, school career centers, Job Services offices or by writing to: Labor Market Information Publications-733A, P.O. Box 6123, Phoenix, Arizona 85005.

The Job Search Guide series currently includes:

- ✓ Your First Job
- ✓ Applying for Government Jobs
- ✓ Find a Job in the Want Ads
- ✓ How to Take a Test
- ✓ The Job Interview
- ✓ Job Leads-Where to Look
- ✓ Job Service
- ✓ Helpful Hints for Job Seekers
- ✓ The Resume
- ✓ Summer Jobs for Students
- ✓ Wages
- ✓ The Application Form

Tips on Finding Employment Online

- ✓ Resume Writing
- ✓ Skill Assessment
- ✓ Employment Interviewing

www.de.state.az.us

♦ State of Arizona Employment (DES)

Recorded employment information can be found online at www.hr.state.az.us/ and in the Arizona Republic and Tucson Daily Star classified ad section. Recorded information is available by calling (602) 542-4966 or statewide toll free at 1-800-488-9194.

♦ City of Phoenix Affiliate Sites Phoenix Workforce Information Network (PWIN)

PWIN West	(623) 247-3304
PWIN South	(602) 534-4732
PWIN Az. Opportunities	
Industrialization Center	(602) 254-5081
PWIN Chicanos	
Por La Causa	(602) 269-6485
PWIN Friendly House	(602) 257-1870
PWIN Goodwill Industries	(602) 254-2222

There are also **Electronic Access Locations** across the state. These are **self-service** locations with minimal staff assistance. Call the One Stop Centers for more information.

♦ Newspapers

Free, up-to-date, detailed info about local jobs available at grocery stores, libraries and job centers.

Arizona's Employees Wanted Magazine
(602) 787-5400 www.employeeswanted.com

The Employment Guide Ad Hotline
(623) 869-8888 www.careerweb.com

Job Examiner
(480) 491-5858 www.jobexaminer.com

Classified ads in Arizona newspapers can be viewed through AJR NewsLink website. Daily and weekly newspapers from across the state are available by linking online.
<http://ajr.newslink.org/aznews.html>

The Arizona Republic Employment Television

AZETC airs Monday-Friday from 6:30 to 7:30 a.m. and Saturdays from 10:30-11:30 a.m. Check your cable listings for channel.

♦ Internet Job Sites

The Internet can be used to search job databases, post your resume, check out a potential employer or hone your interviewing skills. Computers with Internet access are available at many career centers, community colleges and community action programs.

America's Career InfoNet - www.acinet.org
Access Arizona - www.accessarizona.com
Arizona Careers - www.azcareers.com
Az Central - www.azcentral.com
Arizona Jobs - www.arizonajobs.com
Arizona's Job Bank - www.aib.org/az/
Arizona Job Link - www.arizonajobs.net
Bilingual Careers - www.saludos.com
Career Path - www.careerpath.com
Career Web - www.careerweb.com
Job Examiner - www.jobexaminer.com
Job Locator - www.joblocator.com
Job Center - www.jobcenter.com
Job Options - www.espan.com
Jobs for Spanish Speakers - www.latpro.com
Job Web - www.jobweb.com
LatPro, best jobs for Spanish speakers - www.latpro.com
Monster - www.monster.com
My Job Search - www.myjobsearch.com
Pima Works - www.pimaworks.com
Select Jobs - www.selectjobs.com
The Riley Guide - www.dem.com/jobguide/
Work Avenue - www.workavenue.com

Part THREE Jobs for Special Folks

♦ Specialized DES Services

DES Aging and Adult Programs

Phoenix-8 sites (602) 542-4446

DES Deaf Services (602) 266-4434

DES Division of Developmental Disabilities

Phoenix-9 sites (602) 246-0546

Tucson-2 sites (520) 745-5588

Flagstaff-4 sites (928) 779-2731

DES Industries for the Blind (623) 245-1560

DES Rehabilitation Services (602) 266-6752

Phoenix-24 sites (602) 266-6752

Tucson-13 sites (520) 628-6810

Flagstaff-6 sites (928) 779-4147

♦ Clear Path Job Internship Program for People with Disabilities

The Clear Path program, sponsored by the City of Phoenix with support from Az. Rehabilitation Services Administration, offers paid internships to men and women between the ages of 17 and 39 who want to work and have the potential to work independently by the end of the program. For more information call (602) 495-5717 (voice) or (602) 262-5091 (text.)

◆ Other Specialized Employment, Placement and Training Services

American Association of University Women	(480) 984-6503
Arizona Indian Centers	(602) 266-6245
Arizona Call-A-Teen	(602) 252-6721
Az. Center for Disability Law	(602) 274-6287
Az. Foundation for the Handicapped	(602) 956-0400
Arizona Industries for the Blind	(602) 269-5131
Az. Opportunities Industrialization Center	(602) 254-5081
Az. Training & Evaluation Center	(623) 412-2888
Chandler/Gilbert ARC	(480) 892-9422
Chicanos por la Causa	(602) 257-0700
Child & Family Resources-Phoenix	(602) 234-3941
Child & Family Resources-Tucson	(520) 325-8780
Chinese Senior Center	(602) 262-6411
Cochise County Assoc. for the Handicapped	(520) 432-4576
Downtown Neighborhood Learning Center	(602) 256-0784
Family Service Agency	(602) 264-9891
Fresh Start Women's Foundation	(602) 523-6730
Gary Tang Adult Education Center	(623) 842-8164
Goodwill Industries Career Options	(602) 254-2222
Goodwill Industries -So.Az. Greater Phx.	(520) 623-5174
Urban League	(602) 254-5611
Jackson Employment Center	(520) 882-5500
Labor's Comm.	
Service Agency	(602) 263-5741
Lutheran Social Ministry of the Southwest	(520) 748-2300
Mesa MARC Center	(480) 969-3800
NAACP	(602) 252-4064
Native Americans for Community Action	(520) 526-2968
Navajo Dept. of Workforce Development	(602) 258-6275
National Indian Council on Aging, Inc.	(602) 241-1663
Phoenix Indian Center	(602) 263-1017
Phoenix Senior Companion Program	(602) 256-3353
Phoenix Sr. Services	(602) 261-6776
Plus 50 Placement Center	(602) 246-0260
Reemployment and Pre Layoff Assistance Center	(520) 425-7631
Scottsdale Foundation for the Handicapped	(480) 944-5704
Tucson Indian Center	(520) 884-7131
Tucson Job Club	(520) 722-2837
UCP of Central Arizona	(602) 943-5472
U.S. Dept. of Veterans Affairs	(800) 827-1000
Valley of the Sun United Way	(602) 631-4800
Vet Center-Phoenix	(602) 379-4769
Vet Center-Prescott	(928) 778-3469
Vet Center-Tucson	(520) 882-0333
Women's Center of Yavapai County	(928) 717-1715
Women in Community Service	(623) 933-8286
Yavapai Exceptional Industries	(928) 445-0991
Yuma WORC Center	(928) 782-9544

◆ Regional Re-Employment Centers

Services for eligible workers who lost their job due to a layoff or closure.

Pima County Regional Re-Employment Center (520) 629-0450
www.csd.co.pima.az.us/employment/regional.html
 Gila County Re-employment and Pre-Layoff Center (928) 425-7631

Young Fathers Step Up To Success

The program offered by the city of Phoenix Human Services Department assists fathers under the age of 23 learn how to apply for and keep a job and provides help in completing a high school diploma or G.E.D.
 For information call (602) 261-8764.

Part FOUR Jobs Related to Poverty Programs

◆ "Work First"

A DES Jobs Program that helps people move from cash assistance to work through job readiness workshops and support services to promote employment at the earliest opportunity. Call for more information.

Region I (602) 240-6068
 Maricopa, Gila (south), Pinal & Yuma counties

Region II (520) 628-6810
 Cochise, Graham, Greenlee, Pima and Santa Cruz counties

Region III (928) 774-1982
 Apache, Coconino, Gila (north), LaPaz, Mohave, Navajo, Yavapai counties

Wheels to Work Program (DES) repairs cars donated by the public and makes them available to referred participants who are receiving TANF cash assistance, are employed, have an Arizona driver's license, are insurable and are willing and able to comply with the terms and conditions of vehicle lease. Call 1-877-412-9675

◆ Arizona Women's Education & Employment

A private, non-profit organization that assists unemployed or underemployed women or men who are living at or below the poverty level.

Central Phoenix (602) 223-4333
 North Phoenix (602) 371-1216

West Valley (623) 535-2735

◆ Earn Alliance

The EARN (Employment and Respect Now) Alliance moves welfare recipients residing in the Enterprise Community of Phoenix into full-time, unsubsidized employment. For more information on this City of Phoenix program call (602) 534-5200.

The Senior Community Service Employment Program (SCSEP) is a DES program for low-income persons who are 55 years of age or older. Participants are assigned to a non-profit agency or public/government agency for 20 hours a week at minimum wage. For more information call (602) 542-4446.

Part FIVE Job Education and Training

◆ Apprenticeship System

Arizona currently has over 100 registered apprenticeship programs run by the Department of Commerce. Contact the Apprenticeship Service Office at (602) 212-1912 or online at www.commerce.state.az.us/wfd/cover.html

◆ Federal Training Programs

An Employment and Training Administration initiative that connects employment and training services to a network of local, state and federal resources.
www.ttrc.doleta.gov/onestop/

For more information on government jobs and to apply online for jobs check out www.usajobs.opm.gov/

Job Fairs

The Department of Economic Security, community colleges, state universities and major employers sponsor Career or Job Fairs throughout the year. Bring several copies of your resume, Social Security Card and picture I.D. Dress for Success.

◆ Community Colleges

Classes, job fairs, career development workshops and other employment services are offered by community colleges. Contact your local college to find out what is available in your area.

Arizona Western College (928) 317-6000
 Central Arizona College (520) 426-4444
 Chandler-Gilbert CC (480) 732-7000
 Cochise College 1-800-966-7943
 Coconino CC 1-800-350-7122
 Eastern Arizona College 1-800-678-3808
 Estrella Mountain CC (623) 935-8000

Gateway CC	(602) 392-5000
Glendale CC	(623) 845-3000
Mesa CC	(480) 461-7300
Mohave CC	(928) 757-0897
Northland Pioneer CC	(928) 524-7600
Paradise Valley CC	(602) 787-6500
Phoenix College	(602) 264-2492
PimaCC	(520) 206-4500
Rio Salado CC	(480) 517-8000
Scottsdale CC	(480) 423-6000
Yavapai College Career Skills Program	(928) 772-8368

Job Corps

Young adults 16 through 24 finish school, learn a business or trade and get a good job. Call 1-800-733-JOBS TDD: 1-800-326-2577 www.phxjcc.org

♦ Maricopa Skill Center

The Maricopa Skill Center offers day and evening classes to learn the skills needed to be competitive in today's job market. Maricopa Skill Cntr, Main (602) 238-4300 Maricopa Skill Cntr, SW (623) 535-2700 www.gwc.maricopa.edu/msc/

Part SIX Some Final Important Information About Jobs

♦ Arizona Cities & Towns --- Employment Opportunities in Government

Cities & towns offer information on employment and job vacancies. Many have recorded messages and openings posted online. Applications are accepted only during the posted recruitment period and a separate application is needed for each position applied for. If your city or town is not listed here, contact Human Resources or personnel at your City Hall.

Apache Junction	(480) 671-5066
Avondale	(623) 932-2400
Benson	(520) 586-2245
Bisbee	(520) 432-6000
Buckeye	(623) 386-4691
Bullhead City	(928) 763-9400
Camp Verde	(928) 567-6631
Casa Grande	(520) 421-8600
Cave Creek	(480) 488-1400
Chandler	(480) 782-2000
Clarkdale	(928) 634-9591
Clifton	(928) 865-4146
Coolidge	(520) 723-5361
Cottonwood	(928) 634-5526
Douglas	(928) 805-5507
Eloy	(520) 466-9201
Flagstaff	(928) 774-5281
Florence	(520) 868-7552
Fountain Hills	(480) 837-2003
Gila Bend	(520) 683-2255
Gilbert	(480) 503-6000
Glendale	(623) 930-2000
Globe	(928) 425-7146
Goodyear	(623) 932-3910
Guadalupe	(480) 730-3080
Kingman	(928) 753-8107
Lake Havasu City	(928) 453-4143
Litchfield Park	(623) 935-5033

Mesa	(480) 644-2011
Nogales	(520) 287-6571
Page	(928) 645-8861
Paradise Valley	(480) 948-7411
Parker	(928) 669-9265
Payson	(928) 474-5242
Peoria	(623) 773-7340
Phoenix	(602) 262-6011
Pinetop-Lakeside	(928) 368-8698
Prescott	(928) 776-6201
Prescott Valley	(928) 759-3100
Safford	(928) 348-3100
Scottsdale	(480) 312-6500
Sedona	(928) 204-7127
Show Low	(928) 537-5157
Sierra Vista	(520) 458-3315
South Tucson	(520) 792-2424
Springerville	(928) 333-2656
Tempe	(480) 350-8241
Tolleson	(623) 936-7111
Tucson	(520) 791-4241
Wellton	(520) 785-3348
Wickenburg	(928) 684-5451
Winslow	(928) 289-1316
Youngtown	(623) 933-8286
Yuma	(928) 343-8614

♦ Local Government Internet Sites

Casa Grande-www.ci.casa-grande.az.us
Chandler-www.chandleraz.org
Gilbert-www.ci.gilbert.az.us
Glendale-www.ci.glendale.az.us
Mesa-www.ci.mesa.az.us
Peoria-www.peoriaaz.com
Phoenix-www.ci.phoenix.az.us
Scottsdale-www.ci.scottsdale.az.us
Tempe-www.tempe.gov/jobs.htm

♦ Other Internet Resources

Arizona Business Directory-statewide directory of Arizona businesses and service companies - www.arizonalodging.com/services

Arizona Small Business Resource: Minority Resources-information, links and articles to assist small business owners and managers - www.azresource.com/minority.htm

Women in Business Directory - directory of women owned businesses - www.webmistressatwork.com/directory.html

Greater Phoenix Black Chamber of Commerce - www.gpbcc.org

Career Planning Process-a guide to help jobseekers through various steps to evaluate themselves and their career options - www.bgsu.edu/offices/careers/process/process.html

Careers for Women-a variety of career related information especially for women - www.women.com/career/

Five O'Clock Club-a national career counseling network - www.fiveoclockclub.com/

Career Interests Game-a tool to help determine how a jobseeker's personality will fit in with specific work environments and careers - www.missouri.edu/cppcwwww/holland.shtml

The Office of the Attorney General does not endorse the external Web sites, commercial products or services. The Office of the Attorney General does not accept responsibility for the information contained within the Web sites nor do they maintain/monitor the sites listed above.

♦ Free Educational Classes in Phoenix

To help you get a job and keep a job you can earn your General Education Development (GED) or attend classes in English for Speakers of Other Languages (ESOL) or Adult Basic Education (ABE) at locations throughout Phoenix. For locations in other cities contact the community college, community action program or DES office.

Downtown Neighborhood Learning Center	(602) 256-0784
Friendly House	(602) 257-1870
Maricopa Skill Center	
/Learning Center Program	(602) 238-4346
Phoenix OIC	(602) 254-5081
Rio Salado College	(480) 517-8110
Literacy Volunteers	(602) 274-3430

DES Child Care Programs

DES has programs that help eligible families with the cost of child care to enable parents to participate in employment and specific education and training activities related to employment. There are 54 DES ChildCare Offices located across Arizona which are listed by county on the DES website: www.de.state.az.us/links/chdcare/ccs.html (602) 542-4248

♦ U.S. Department of Labor elaws Advisors

Elaws Advisors helps workers and small business understand their rights and responsibilities under the employment laws and regulations administered by the Department of Labor. www.dol.gov/elaws/

Discrimination Prohibited

Federal laws and regulations prohibit discrimination on the basis of race, color, national origin, religion, sex, age, or disability in programs receiving Federal financial assistance. If you feel you have been discriminated against you should immediately call the Equal Employment Opportunity Commission at (602) 640-5000.

Office of Attorney General Terry Goddard Child and Family Protection Division April 2001

The information in this guide was current April 2001. Phone numbers and information may change. Consult the phone book, Internet search engines or other information sources to find the job opportunities you need. Revised 7-12-01